

ILLINOIS DEPARTMENT OF INSURANCE
PPA CHECKLIST REQUIREMENTS

320 WEST WASHINGTON
SPRINGFIELD , IL. 62767

Name of Firm			Tax #
Business Address (Number, Street, City, State & Zip)			
Phone	Fax	Email Address	
Person Resonsible for submitting application:			Phone
REVIEW REQUIREMENTS	REFERENCE	COMMENTS	REFERENCE Form/Page/Para
REQUIRED GENERAL PROVISIONS			Please type or print where such information is located
Organizational Chart	IL. Adm. Code 2051.55(a)	Describes the relationship between the administrator, it's parent organization and any affiliates, including the state of domicile and the primary business of each entity.	
Responsible Persons	IL. Adm. Code 2051.55(b)	Biographical affidavits of the persons responsible for the conduct of the affairs of the administrator.	
Sample Copies	IL. Adm. Code 2051.55(c)	Sample copies of administrative agreements, payor agreements and provider agreements utilized by the administrator must be provided. PLEASE LABEL THE TOP OF EACH AGREEMENT STATING WHETHER THEY ARE THE PAYOR AGREEMENT, PROVIDER AGREEMENT OR ADMINISTRATIVE AGREEMENT.	
Services Offered	IL. Adm. Code 2051.55(d)	General statement of the services to be offered through the administrator's proposed plan of operations.	
Method of marketing	IL. Adm. Code 2051.55(d)(1)	Provide Department with copies of all marketing materials.	
Geographic map	IL. Adm. Code 2051.55(d)(2)	One map showing providers by zip, and one showing providers by county.	
Names & addresses of providers	IL. Adm. Code 2051.55(d)(3)	Directory.	
Number of beneficiaries	IL. Adm. Code 2051.55(d)(4)		
Source to contact	IL. Adm. Code 2051.55(d)(5)	Source to contact regarding changes in provider list.	
Disclosure Statements	IL. Adm. Code 2051.55(f)		
Utilization Review	IL. Adm. Code 2051.55(g)	Description of UR including procedures for timely investigation, resolution of questions, appeals from beneficiary and providers, name, address and phone number of all UR entities performing UR on behalf of your company.	

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Fiduciary Account / Bond	IL. Adm. Code 2051.55(h) IL. Admin Code 2051.70	Must have one or the other if PPA handle monies.	
Gatekeeper Option	IL. Adm. Code 2051.65	Is a gatekeeper option being offered?	
Capitation	IL. Adm. Code 2051.40	Capitation of health care services is prohibited. Is your PPA fee-for-service or discount plan? If discount plan, what type of discount plan?	
Location of Offices	IL. Adm. Code 2051.55(i)	Within the state, and regular business hours.	
Credentialing Materials	IL. Adm. Code 2051.55(j)(1), (2) & (3)	1) Written policies and procedures for credentialing; (2) Written policies and procedures for determining when the network is closed to new providers; (3) Written policies and procedures for adding providers to closed network	
PAYOR AGREEMENT CONTENTS			
Incentives	IL. Adm. Code 2051.55(c)(1)(A)	Terms requiring that incentives be provided to the insured or beneficiary to utilize services of a provider.	
Non-preferred Provider	IL. Adm. Code 2051.55(c)(1)(B)	Terms stating that when found medical necessary to refer to a non-preferred provider the payor shall ensure that the beneficiary shall incur no greater out of pocket liability.	
Identification Card	IL. Adm. Code 2051.55(c)(1)(B)	Terms requiring the administrator's name and toll-free "800" telephone number to be contained on the beneficiary identification card issued by the payor.	
PROVIDER AGREEMENT CONTENTS			
Materials, copays, specific services	IL. Adm. Code 2051.55(c)(2)(A)	Provisions identifying specific covered health care services for which provider will be responsible, or provision describing method the provider will be notified of the particulars of coverage. Copays, benefit maximums, limitations and exclusions.	
Providers compliance with administrative procedures	IL Adm. Code 2051.55(c)(2)(B)	Terms requiring provider to comply with applicable administrative policies and procedures of the administrator.	
Credentialing Compliance	IL. Adm. Code 2051.55(c)(2)C	Terms requiring provider to cooperate with & participate in the administrator credentialing and recredentialing process.	
UR Compliance	IL. Adm. Code 2051.55(c)(2)(D)	Terms requiring provider to participate and cooperate with the decisions, policies, processes and rules established by the administrator's utilization review program.	

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Medicals Records	IL. Adm. Code 2051.55(c)(2)(E)	Requires provider to maintain and make medical records available to administrator and appropriate State and Federal authorities and their agents.	
Provider appropriately licensed	IL. Adm. Code 2051.55(c)(2)(F)	Provision requiring providers to be licensed by the State, and to notify of any changes.	
Admitting privileges to contracted hospital.	IL. Adm. Code 2051.55(c)(2)(G)	Provision requiring all physicians have admitting privileges in at least one hospital with which administrator has a written provider contract.	
Cancellation of contract	IL. Adm. Code 2051.55(c)(2)(H)	Provision describing notification procedures for contract termination. 30 days prior written notice by either party who wishes to terminate. Administrator may terminate with cause immediately.	
Provider responsibilities after termination	IL. Adm. Code 2051.55(c)(2)(I)	Provision explaining provider responsibilities for a continuation of covered services in the event of termination.	
Terms cannot be transferred without written consent.	IL. Adm. Code 2051.55(c)(2)(J)	Provision stating that the rights & responsibilities under the contract cannot be sold, leased, assigned or otherwise without prior consent.	
Malpractice coverage	IL. Adm. Code 2051.55(c)(2)(K)	Provider must have and maintain adequate professional liability malpractice coverage. Administrator must be contacted no less than 10 days of any reduction or cancellation of coverage.	
Non discrimination	IL. Adm. Code 2051.55(c)(2)(L)	Provider will not discriminate on the basis of participation in the preferred provider program, source of payment, age, sex, ethnicity, religion, sexual preference, health status or disability.	
Obligation to collect copays	IL. Adm. Code 2051.55(c)(2)(M)	Provision regarding provider's obligation, if any, to collect applicable copayments and/or deductibles.	
Emergency services 24/7	IL. Adm. Code 2051.55(c)(2)(N)	Obligation to provide covered health services on a 24-hour per day, 7-day per week basis.	
Provider access to payor's eligibility list	IL. Adm. Code 2051.55(c)(2)(O)	Provision identifying the mechanism for provider access to each payor's current eligibility data system.	
Payment obligations to provider	IL. Adm. Code 2051.55(c)(2)(P)	Provision clearly describing payment obligations.	
Administrative services provided by administrator	IL. Adm. Code 2051.55(c)(2)(Q)	Provision describing administrative services the administrator will perform.	
Access of providers to payors	IL. Adm. Code 2051.55(c)(2)(R)	Name and telephone number of contact person.	

Appeal & arbitration terms	IL. Adm. Code 2051.55(c)(2)(S)		
ACCESSIBILITY & AVAILABILITY			
Services to be provided	IL. Adm. Code 2051.55(e)(1)	Scope of health care services to be provided	
Number & type of providers for currently enrolled population	IL. Adm. Code 2051.55(e)(2)(A)	Number and type of providers necessary to: (A) Meet the health care needs and service demands of the currently enrolled population. List the number of PCPs, Specialists and/or Hospitals.	
	IL. Adm. Code 2051.55(e)(2)(A)(i)	Provider-beneficiary <u>ratio</u> by specialty for currently enrolled population	
	IL. Adm. Code 2051.55(e)(2)(A)(ii)	Primary care provider-beneficiaries <u>ratio</u> for currently enrolled population	
Location of providers	IL. Adm. Code 2051.55(e)(3)	Location of providers within the service area necessary to accommodate the enrolled population	
Hospital services	IL. Adm. Code 2051.55(e)(4)(A)	The distance or time that the beneficiary must travel to access hospital services including 24 hour emergency department services	
PCP & WPHCP services	IL. Adm. Code 2051.55(e)(4)(B)	The distance or time that the beneficiary must travel to access primary care and woman's principal health care physician services	
Specialty care services	IL. Adm. Code 2051.55(e)(4)(C)	The distance or time that the beneficiary must travel to access specialty care physician services	
Adding providers	IL. Adm. Code 2051.55(e)(5)	Addition of providers to meet patient needs	
24/7 access to care	IL. Adm. Code 2051.55(e)(6)	24 hour 7 day per week access to network affiliated primary care and woman's principal health care provider	
Referrals	IL. Adm. Code 2051.55(e)(7)	Procedures for making referrals within and outside the network	
Beneficiary changes	IL. Adm. Code 2051.55(e)(8)	Process for enabling beneficiaries to select and change physicians	
Covered Services	IL. Adm. Code 2051.55(e)(10)	Policies and procedures to assure to covered services when:	
Out-of-network	IL. Adm. Code 2051.55(e)(10)(A)	*covered service is not available from network provider	
Medical emergency in-network	IL. Adm. Code 2051.55(e)(10)(B)	*beneficiary has medical emergency within the network	
Medical emergency out-of-network	IL. Adm. Code 2051.55(e)(10)(C)	*beneficiary has medical emergency outside the network	

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Declaration:

The undersigned declares that the statements made in this application are true, correct and complete to the best of his/her knowledge and belief.

Signature

Date

Print Name and Title

Phone

Please sign and date this form and return it to the Department with your registration fee of \$250.00 for new registrations or \$150.00 for renewal registrations. The check or money order should be payable to the Director of Insurance. Pursuant to 50 Ill. Admin. Code 2051, failure to renew current registrations by December 31 of each year, will result in the cancellation of your registration.